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Operations



**AFRC RESERVE RECRUITING BUDGET
AND LOGISTICS MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 10-3, *Air Reserve Component Forces*. It establishes responsibilities and procedures for managing budget and logistics required supporting the Air Force Reserve Command Recruiting Service (AFRC/RS). It is used in conjunction with referenced Air Force Instructions (AFI), Air Force Manual (AFMAN), and host base or command directives.

SUMMARY OF REVISIONS

This revision changes all references from recruiting managers to senior recruiters. It adds the 4th, 10th and 22nd Numbered Air Force's (NAF) responsibilities for budget, vehicles, telephones, real estate, and supplies. It adds the use of the IMPAC Card for Military Enlistment Processing Station payment, Center of Influence (COI) Events, purchasing postage stamps, toll and bridge tokens and tickets for applicant travel. It adds **Chapter 8**, Center of Influence (COI) Program (previously chapter 12 of AFRESI 36-2003) designating RSS as the sole OPR for COIs. Other additions include the process used to obtain and pay for cellular phones and pagers, additional items that may be claimed on the SF 1164 and the emergency data information required leased offices. AFRC Form 36 has been redesigned to include NAF coordination. In addition AFRC Form 21 has been redesigned to include a block for the use of HQ AFRC IMPAC Card for COI payments.

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Chapter 1

ADMINISTRATIVE PROCEDURES

1.1. Objectives:

- 1.1.1. Provide effective and efficient budget and logistics management.
- 1.1.2. Provide a uniform method of budget and logistics management throughout Air Force Reserve Recruiting.
- 1.1.3. Serve as an effective means of enforcing financial management discipline while obtaining Maximum use of Air Force dollars.

1.2. Instructions and Directive Requirements. Each Air Force Reserve recruiting office may keep any directives and instructions applicable for mission operations. [Attachment 1](#) provides a list of publications and references. It is not necessary to have these publications in the office; however, they should be available for quick reference. Publications kept in the office are maintained in a current status.

1.3. Acronyms. [Attachment 1](#) also explains the most commonly used acronyms in this instruction.

1.4. File Maintenance. Maintain and dispose of files according to AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

1.5. Budget and Logistics Visit. The purpose of this visit is to ensure first time senior recruiters become familiar with the policies and instructions that govern this area. These visits are detailed specifically to assist the new senior recruiter with budget and logistics. Upon request provide assistance to former senior recruiters.

1.6. Staff Assistance Visits. The purpose of these visits is to measure compliance with existing directives, identify areas of weakness, and assist the resource manager in correcting deficient items.

Chapter 2

SUPPORT OF APPLICANTS FOR THE AIR FORCE RESERVE

2.1. Enlisted Applicant Entitlements. The applicant is entitled to travel, meals, and lodging, as required, from the place where he or she makes application, or from home of record (HOR) to the place of physical examination, testing, processing, and acceptance into the Air Force Reserve. Regardless of whether applicant is accepted or rejected for enlistment, return travel to place of application or home of record is provided.

2.2. Applicants Travel. Prospective military recruits may be provided transportation in connection with processing. When motor vehicle transportation is necessary to the performance of official business, the following methods are considered (in the order shown) if they are available and meet mission requirements:

2.2.1. Voluntary use of privately owned motor vehicle.

2.2.2. Applicants residing within a metropolitan area in which a MEPS or Reserve recruiting unit is located, and who have access to local public or private transportation, or who reside within commuting distance, should use private transportation before government transportation is provided.

2.2.3. Authorization of General Service Administration (GSA) vehicle to transport applicants to Military Entrance Processing Station (MEPS), main Operating Location (OL), satellite offices, lunch, etc.

2.2.4. Government transportation requests are made through the nearest traffic management office (TMO). Before requesting transportation, ensure the availability of requested support, that is, testing, physical, etc.

2.3. Acquisition of Tickets. Reserve recruiting personnel use a government transportation request, AF 9, **Request for Purchase**, or the IMPAC card to obtain tickets for applicant travel to MEPS. Senior Recruiters may purchase tickets through GTR or contract with a reliable vendor who is familiar with this process.

2.3.1. **Purchasing Quantity Bulk Tickets Through GTR.** Bulk purchase is a procedure to obtain a quantity of carrier tickets at one time for future use. It is designed to reduce the workload of Reserve recruiting personnel, administrative costs, and tasks required of applicant. Before requesting a GTR, or initiating an AF Form 9 for bulk purchase, the senior recruiter finds out the locations of the processing centers used by Reserve recruiting personnel, identifies locations within the reserve recruiting area that can be used as collection/pickup points and identifies approximate quantities of applicants transported from each location monthly. All Reserve recruiting and satellite locations transporting at least five applicants from the same collection/pickup point to the same destination in a 30 day period use the following bulk purchase procedures:

2.3.1.1. Purchase no more than a normal 60-day requirement.

2.3.1.2. Do not purchase bulk tickets costing more than \$100 for one way or \$200 for each round trip.

2.3.1.3. Each ticket will display: Property of the US Government – Not Redeemable for Cash Except by the US Government. If this statement is not on the ticket at time of purchase the senior recruiter will type or rubber-stamp the statement on each ticket.

2.3.1.4. Each recruiting location keeps a log using AFRC Form 54, **Record of Bulk Ticket Purchases** or a computer generated log to record each ticket. At a minimum the log WILL include:

- 2.3.1.4.1. Serial number of each ticket.
- 2.3.1.4.2. Date ticket was issued to applicant.
- 2.3.1.4.3. Applicants printed name and signature.
- 2.3.1.4.4. Applicant category code (NPS, PS, OFA etc).
- 2.3.1.4.5. Balance of tickets on hand.

NOTE: Re-enter unused tickets on the bottom of the last entry on the log so that it may be reissued. Line out original entry and annotate that the ticket was returned unused. Date and cross-reference the new entry.

2.3.2. Purchasing Quantity Bulk Tickets Through a Local Vendor. In addition to the guidance listed above in paragraphs 2.3.1.2. through 2.3.1.4.5. the senior recruiter will:

- 2.3.2.1. Contacts local transportation vendor for costs and contract agreements.
- 2.3.2.2. Ensures vendor accepts AF Form 9, **Request for Purchase**, or the IMPAC card.
- 2.3.2.3. Ensures cost does not exceed IMPAC limit.
- 2.3.2.4. Ensures tickets have no expiration date.

2.3.3. Senior recruiters establish internal controls to prevent loss of accountability or misuse of purchase tickets. Adequate security must be provided for all tickets as prescribed in AFR 75-2, *Defense Traffic Management Regulation*.

2.4. Meals for Applicants at Unit Expense. Reserve unit commanders are responsible for providing meals. Meals are procured by issuing a DD Form 652, **Uniformed Services Meal ticket (Accountable Form)**, or through reimbursement procedures to the applicable base dining facility while applicants are processing at the Reserve unit or enroute to the MEPS. Applicants residing in a metropolitan area in which a MEPS or a Reserve recruiting unit is located and who have access to local public or private transportation, or who reside within commuting distance, as established by the Reserve unit, are authorized ONLY the noon meal at government expense.

2.4.1. Meals provided through use of a DD Form 652, or through reimbursement procedures, to the military dining facility are chargeable to PEC 58160, EEIC 409 and the applicable RC/CC of the reserve recruiting element.

2.5. Lodging for Applicants at Unit Expense. Applicants can be lodged at the Reserve unit's expense if:

- 2.5.1. The applicant is required to remain overnight.
- 2.5.2. The applicant is reporting the day before processing.
- 2.5.3. The applicant resides outside the unit's established commuting distance (AFI 32-6005, *Unaccompanied Housing Management*).

2.5.4. Payment for base transient facilities is made through unit reimbursement procedures of the host unit Reserve Commander.

2.6. Payment for Lodging and Meals at MEPS. The US Air Force MEPS liaison Noncommissioned officer (NCO) initiates MEPCOM 727-1, **Lodging Authorization and Receipt Voucher**, according to MEPCOM 601-1, appendix B, paragraphs 1a and b, to provide lodging to authorized personnel processing through MEPS.

2.6.1. Payment for lodging and meals provided by MEPS is made by HQ AFRC/RSS using MEPCOM reimbursement procedures or if authorized use the IMPAC card for payment (see paragraph **2.8.** below for guidance).

2.7. Military Enlistment Processing Station Billing. Senior Recruiters sign and maintain all MEPCOM Forms 926, **Invoice and Certificate of Performance for Meals and Lodging** according to AFMAN 37-139, on applicants processed through MEPS. If this responsibility is delegated to the MEPS Senior Liaison Non Commissioned Officer/Liaison Non Commissioned Officer (SNLNCO/LNCO), it is optional to keep MEPCOM Forms 926; however, a letter is kept on file delegating the authorized representative.

2.7.1. MEPS Senior Liaison Non Commissioned Officer/Liaison Non Commissioned Officer is responsible to ensure MEPCOM are signed and forward to HQ AFRC/FMAB for payment.

2.8. Using the IMPAC Credit Card Accounts for Applicant Meals and Lodging. Using the IMPAC Card for payment for meals and lodging at MEPS is being tested by three MEPS centers: Chicago, Los Angeles and Louisville MEPS. Senior recruiters who use these MEPS will continue to follow the procedural guide for using the IMPAC Card for payment. **NOTE:** Once all MEPS are using this procedural for payment, this instruction will reflect the process and payment guidance.

2.9. Travel Authority for Health Profession Applicants. Travel authority may be provided to Physicians and Allied Health officer applicants for physical examination and interview in connection with appointment into the Air Force Reserve. Invitational travel orders are authorized by health professions senior recruiter and are issued before departure. Physician applicants are issued government transportation requests (GTR), and nurse applicants use government transportation where available.

2.10. Acquisition for Contract Physical Examinations. The appropriate Health professions MOL are authorized to pay for contract physical examinations for physician applicants. This authorization is granted only when the following conditions exist:

2.10.1. Required physical exam is not available at government medical facilities or there will be a substantial delay (30-45 days) in the scheduling or processing of the physical examination.

2.10.2. Applicant resides or works a substantial distance from any government medical facility.

2.10.3. Physical examination cannot be performed in conjunction with Reserve Unit Commander interview.

2.10.4. Provider is on the HQ AFRC/RSOH authorized list.

2.10.5. Cost does not exceed \$500.00 (see paragraph **2.11.3.** NOTE).

2.11. Acquisition for Special Medical Tests. The appropriate Health Professions MOL is authorized to pay for special medical tests ONLY when the following conditions exist:

- 2.11.1. Special medical tests are required that cannot be provided by the government facility where the physical examination was performed or a substantial delay (30-45 days) in scheduling the test will result.
- 2.11.2. Repeated tests are required, and it is inconvenient for the applicant to return to the government medical facility.
- 2.11.3. Cost does not exceed \$500.00 (see note below).

NOTE: Normally, authorized reimbursement should not exceed \$500.00. Waivers of the authorized amount are approved by AFRC/RSOH.

2.12. Procedures to Effect Payment for Contract Physical Examinations and Special Medical Tests. Health Professions recruiters will submit a letter of justification to their Health professions senior recruiter, Allied Health recruiters will submit a letter of justification to their MOL senior recruiter. The justification letter must include the following information:

- 2.12.1. Name, social security number (SSN), and mailing address of applicant, (ensure information is protected according to the Privacy Act of 1974).
- 2.12.2. Unit to which the applicant will be assigned or attached.
- 2.12.3. Circumstances that prevent the physical examination or special medical tests from being conducted in a government medical facility.
- 2.12.4. The MOL, Health Professions, or Line recruiter sends a letter with the name of the authorized provider or medical facility to the applicant with an information copy to the recruiter. This letter authorizes the facility to conduct the required physical examination or special medical tests and bill the Air Force Reserve for reimbursement. In addition, the letter requests the facility to include their ID number if it is not on the bill.

2.13. Payment for Special Medical Examinations. Upon receipt of the bill, the appropriate Health Professions MOL completes SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, certifying for services rendered. The completed SF 1034 with the ID number is forwarded to the local finance office for payment.

Chapter 3

FINANCIAL MANAGEMENT

3.1. HQ AFRC/RS Budget Officer's Responsibilities. The Director of Air Force Reserve Recruiting is responsible for ensuring the formulation and execution of the budget and ensuring the objectives of sound financial management are reached. This responsibility can be delegated to the budget officer at HQ AFRC/RSS who:

- 3.1.1. Is knowledgeable of the expenses involved with the operation and maintenance of Reserve recruiting functions.
- 3.1.2. Prepares and submits the HQ AFRC/RS budget estimates for the coming fiscal year to HQ AFRC/FM.
- 3.1.3. Coordinates, formulates, and submits Air Force Reserve Recruiting Service's fiscal year requirements for the following EEICs: 433, Full Time Vehicle Rental; 59232, Recruiting Advertising; 59229, MEPS Reimbursement; and 59231, Centers of Influence.
- 3.1.4. Establishes internal procedures to manage TDY travel funds.
- 3.1.5. Coordinates on all headquarters staff travel requests.
- 3.1.6. Coordinates all command-directed travel of personnel assigned to FAC 1690.
- 3.1.7. Conducts internal financial working group to allocate funds to appropriate HQ AFRC/RS divisions.
- 3.1.8. Conducts Quarterly Audits on Advertising Agency Accounts.
- 3.1.9. Reviews NAF and Unit Budget, monthly, to ensure funds are committed and obligated proportionately throughout the FY.
- 3.1.10. Ensures requesting official is the same on transmittal letter and DD Form 1610.
- 3.1.11. Initiates paperwork to support funds for Program Objective Memorandum (POM).

3.2. Numbered Air Force (NAF) Funds Managers. Flight Commanders act as NAF funds managers responsible for reserve recruiting funds (PEC 58160) allocated to the cost centers. The funds manager is appointed in writing by the Director, Recruiting. The NAF fund manager:

- 3.2.1. Acts as resource manager.
- 3.2.2. Monitors funds issued to assure sound financial management.
- 3.2.3. Establishes an accountability ledger by elements/expense incurred costs (EEIC) if local financial manager (FM) does not provide cost center reports. File accountability ledgers according to AFMAN 37-139.
- 3.2.4. Reviews monthly reports such as Resource Center Manager Reports (RCM), Cost Center Reports and Daily Document Register (D04) and maintains these reports according to AFMAN 37-139.
- 3.2.5. Coordinates on all matters pertaining to Reserve recruiting funds with the unit budget office.
- 3.2.6. Ensures funds are obligated and committed proportionately through out the FY.

3.2.7. Attends and maintains minutes of financial working group or financial management board meetings.

3.2.8. Ensures only authorized commodities and services are purchased with RS funds.

3.2.9. Ensures the Requesting Official is the same on the transmittal letter and DD Form 1610.

3.3. Unit Funds Managers. Senior recruiters act as Unit Funds Managers responsible for reserve recruiting funds (PEC 58160) allocated to the cost centers. The funds manager is appointed in writing by the Director, Recruiting. In addition to the responsibilities listed in paragraph **3.2.1.** through paragraph **3.2.9.** the unit funds manager:

3.3.1. Forwards a copy of any unfunded requirements (UFR) submission to HQ AFRC/RSS with CC to NAF.

3.4. Servicing Budget Office. Funding for Reserve recruiting locations is included in the Operating Budget Authorization Number (OBAN) of the nearest HQ AFRC flying unit. The flying unit budget officer is responsible for providing normal support and guidance on budgetary and fiscal matters to the unit funds manager.

3.5. Financial Plan. The financial planning system is a financial blueprint of a projected organizational plan of action for a specific period of time. Financial activity is always planned and fund requirements are stated in terms of support of the assigned mission. Maintain file according to AFMAN 37-139.

3.6. Budget Call. Upon receipt of the budget call, the unit budget officer notifies the senior recruiter to formulate and submit requirements for the coming fiscal year in the following areas: travel, communications, supply, civilian pay, miscellaneous contracts, equipment, computers, and reimbursement expenses. Maintain file according to AFMAN 37-139.

3.7. Program Element Codes. All non-personal Reserve recruiting expenses, except recruiting advertising contracts, is charged to PEC 58160. Charge advertising contracts to PEC 58168.

3.8. Management Controls. Each fiscal year, every organization reviews management controls, which are necessary to prevent waste of resources (funds). These controls should be directive in nature. The most common forms of management controls include those established for TDY travel. TDY funds, as issued by HQ AFRC, represent unit apportionments after consideration of total mission requirements and total command fund availability.

3.9. Unfunded Requirements Submission. Unfunded requirements (UFR) are created by the lack of financial resources to fund valid, possibly unprogrammed, requirements which can be created by a mission change. Senior recruiters submitting UFR provide the following information to their budget officer or comptroller, with a copy to HQ AFRC/RSS and keep a copy on file and maintain according to AFMAN 37-139:

3.9.1. When are funds needed.

3.9.2. How much is required.

3.9.3. Why funds are needed.

- 3.9.4. Factual and complete justification.
- 3.9.5. Impact statement if funding is not provided.

3.10. Approving Authority for Performance of Travel. The following individuals are the approving authority for TDYs (within the unit's recruiting area.) A letter will be kept on file showing who the approving officials are. **NOTE:** Subordinates will not be approving officials for superiors.

- 3.10.1. For HQ AFRC/RS the Director of Recruiting:
- 3.10.2. For NAF Flight Commanders and Senior Recruiters (excluding Health Professions Senior Recruiters), the Reserve unit commander or designated approving official.
- 3.10.3. For Health Professions Senior Recruiter the appropriate NAF Flight Commander.
- 3.10.4. For recruiters, the Senior Recruiter.
- 3.10.5. For TDYs outside the recruiting area, NAF Flight commanders are the approving officials. Senior recruiters will use the following as guidelines:
 - 3.10.5.1. For training meetings being considered at a location outside the main operating location (MOL) area of responsibility, the Requesting Point of Contact (POC):
 - 3.10.5.2. Must consider using a Reserve or an active duty base that can billet all attendees before contracting with commercial lodging.
 - 3.10.5.3. Submits a letter or e-mail to NAF Flight Commanders at least 15 days in advance, for coordination and approval. Letter must include at a minimum an outline of the meeting agenda, location, and justification for this training meeting.
 - 3.10.5.4. For all other TDYs outside the MOL's area use the following guidance:
 - 3.10.5.4.1. Submit a letter or e-mail to NAF Flight Commander for coordination and approval. Letter must include at a minimum, location, number of persons performing the TDY, estimated cost, and justification for this TDY.
- 3.10.6. HQ AFRC/RS has authority for all command-directed travel.

3.11. Temporary Duty (TDY) Limitations. TDYs are held to a minimum and managed within budget parameters to help conserve travel funds:

- 3.11.1. Simultaneous travel to the same place by two or more persons should be minimized.
- 3.11.2. GSA vehicles are used before privately owned vehicles (POV) or rental vehicles are authorized.
- 3.11.3. Military transportation is used where possible.

3.12. Temporary Duty Orders. Coordinate DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**, to be published on Reserve recruiting personnel through the office, which enters the appropriate accounting classification (this may or may not be the unit budget office). Approving officials, as indicated in AFI 33-328, *Administrative Orders (PA)*, sign block 18 of DD Form 1610 for personnel assigned to functional account code (FAC) 1690.

3.13. Travel Voucher Submission . A DD Form 1351-2, **Travel Voucher or Subvoucher** is completed and submitted to the appropriate finance office within 5 workdays of completing TDY. A copy of the DD Form 1610, commercial transportation costs, lodging, conference fees, and receipts over \$75.00 are submitted with the DD Form 1351-2. **Note:** Recruiters geographically separated from the MOL must submit their travel vouchers to the finance office that supports the MOL they are assigned under.

3.13.1. If required by the local unit, personnel assigned to FAC 1690 provide a legible copy of the DD Forms 1610 and 1351-2, to their unit funds manager not later than 5 workdays after payment is received.

3.13.2. Maintain DD Form 1351-2, DD Form 1610, finance computation and transmittal sheets, and letters authorizing travel outside the MOL's area. File is maintained according to AFMAN 37-139.

NOTE: If local Travel Pay Section's process does not include returning all documents listed in this paragraph, a memo for record will be on file explaining this as the reason why all documents are not on file.

3.14. Miscellaneous Expenses Incurred in Reserve Recruiting. Recruiters are entitled to reimbursement for expenses incurred in connection with recruiting duties. These expenses should not exceed \$75.00 per month and are limited to:

3.14.1. Occasional snacks, non-alcoholic beverages and meals, when purchased by the member for prospective recruits, candidates and their immediate families, or other individuals who directly assist in the recruiting effort.

3.14.2. Parking fees incurred by the recruiter at itinerary stops.

3.14.3. Official telephone calls placed outside the recruiting office.

3.14.4. Copies of vital documents for prospective recruits, including birth certificates, school transcripts, diplomas, registration certificates, etc.

3.14.5. COIs up to \$75.00.

3.14.6. Refreshments for Delay Enlistment Personnel (DEP) during required meeting.

3.14.7. Parking for applicants who are processing into the Air Force Reserve.

3.14.8. Turnpikes and toll bridges. (Only if standard options are not available for use, reference paragraph [6.12](#) of this instruction).

3.15. Claim For Reimbursement. Members entitled to reimbursement must complete a SF 1164, **Claim for Reimbursement for Expenditures on Official Business**. Claims must contain an itemized list of expenses. A receipt must support a claim for any item in excess of \$25.00 when it's practical to obtain such receipt. Missing receipts must be explained on the voucher. Items in excess of \$25.00 are paid when a receipt or statement as to why it was not furnished supports the claim. Maintain this data according to AFMAN 37-139.

3.15.1. The approving official, as indicated in [Table 3.1](#), ensures items being claimed for reimbursement were expenses incurred in connection with recruiting duties.

3.15.2. Members filing claims for reimbursement need to annotate expenses on their planning guides, **Prospect Interview Record (PIR)**, or AFRC Form 7, **Health Professions Prospect Interview Record**.

Table 3.1. Approving Official for SF 1164

R U L E	If the person filing is a:	Approving official is:	In one month if the claim is over \$75.00 the approving official is:
1	Recruiter (see note below)	Senior Recruiter	NAF Flight Commander
2	Senior Recruiter	Local unit commander or NAF Flight Commander	NAF Flight Commander
3	NAF Staff	NAF Flight Commander	HQ AFRC/RS
4	NAF Flight Commanders	HQ AFRC/RS	HQ AFRC/RS

NOTE: Health Professions recruiters are authorized to spend up to \$125.00. HQ AFRC/RS will approve any amount over \$125.00, before submitting for payment.

3.16. Non-Reimbursement Expenses. Reimbursement is not authorized for expenses covered by other Instructions (for example, temporary duty and local travel expenses of meals purchased by the member for personal consumption).

Chapter 4

COMMUNICATIONS

4.1. HQ AFRC Telephone Control Officer (TCO). The NCOIC, Resources & Budget (RSS) serves as the primary telephone control officer (TCO) for HQ AFRC/RS. (This responsibility can be delegated to a lower level). The TCO:

- 4.1.1. Appoints an alternate TCO.
- 4.1.2. Is familiar with policies and instructions governing communication service and equipment.
- 4.1.3. Ensures all equipment and service being requested with the use of RS funds are necessary and the most cost-effective communication service to support the Reserve recruiting mission.
- 4.1.4. Ensures all specialized communications reports are processed in a timely manner.
- 4.1.5. Approves and coordinates on all AF Forms 3215, **C4 Systems Requirements Document**, which is being paid with recruiting funds, reference **Table 4.1.** and **Table 4.2.**
- 4.1.6. Reviews AF Forms 1218, **Request for Communications Service** requiring RS funds, when applicable, before forwarding to HQ AFRC/SC
- 4.1.7. Ensures Federal Telecommunication Service 2001 Virtual On Net (FTS 2001 VON) is established at all new and relocated satellite offices.
- 4.1.8. Ensures HQ AFRC/RS is paying for only FTS 2001 VON long distance service for satellite offices.
- 4.1.9. Ensures FTS 2001 VON is disconnected at satellite offices that close or are relocated.
- 4.1.10. Verifies all FTS 2001 VON toll calls were for official business.
- 4.1.11. Ensures FTS bills with discrepancies are forwarded to senior recruiters for verification.
- 4.1.12. Attends TCO meetings hosted by the support base.
- 4.1.13. Verifies all AF Form 1072 and billing statements for cellular phones.
- 4.1.14. Ensures a contract, DD Form 428, **Communication Service Authorization** is established before any telephone service is completed at any leased offices assigned to RS.

4.2. Numbered Air Force (NAF) Telephone Control Officers (TCO). Flight Commanders are appointed in writing as the Telephone Control Officer (TCO) by the NAF commander. this responsibility may be delegated to a lower level. The TCO:

- 4.2.1. Appoints an alternate TCO from their office.
- 4.2.2. Is familiar with policies and instructions governing communication service and equipment.
- 4.2.3. Ensures recurring telephone charges matches what is authorized on the Communication Service Agreement (CSA) and maximum limits are not exceeded prior to payment.
- 4.2.4. Submits AF Form 3215, **C4 Systems Requirements Document** to HQ AFRC/RSS for communications purchased with RS funds for approval before submitting form to local Unit Communication group.

- 4.2.5. Ensures only authorized equipment and service is purchased with RS Funds, reference [Table 4.1.](#) and [Table 4.2.](#) for authorizations.
- 4.2.6. Verifies AF Form 1072 with monthly billing statements for cellular phones.
- 4.2.7. Ensures an AF Form is completed when using a communication calling card.
- 4.2.8. Ensures offices have the authorized equipment and service necessary to operate on daily basis. Reference [Table 4.1.](#) and [Table 4.2.](#) for equipment and service authorized with RS funds.

4.3. Unit Telephone Control Officers (TCO). Senior recruiters are appointed in writing as the Telephone Control Officer (TCO) by the unit commander. This responsibility may be delegated to a lower level. In addition to responsibilities listed in 4.2.1. to 4.2.8, the TCO:

- 4.3.1. Initiates and processes as early as possible AF Form 3215 and AF Form 1218 on all communication equipment and service being paid for with RS funds.
- 4.3.2. Ensures a contract DD Form 428, **Communication Service Authorization**, is established before any telephone service is completed at any leased office.
- 4.3.3. Ensures HQ AFRC/RSS receives a copy of the DD Form 428.
- 4.3.4. Ensures FTS 2001 VON service is requested for all phone lines at leased offices.
- 4.3.5. Submits requests to RSS to disconnect FTS once a leased office is closed or relocated.
- 4.3.6. Verifies any discrepancies on phone bills received from RSS or the local Telephone Company.
- 4.3.7. Ensures FTS 2001 VON has been established on phones in leased offices and bills are NOT being forwarded to local budget officer for payment.

4.4. Requesting Communication Service and Equipment. Since each base may supplement AFI 33-101, **Command, Control, Communications, and Computer Systems Management Guidance and Responsibilities**, and AFI 33-111, **Telephone Systems Management**, TCOs should be familiar with local unit policies and supplements.

- 4.4.1. When the requester is a tenant on a government installation, requests for communications equipment and service fall under the guidance of the host base and [Table 4.1.](#) and [Table 4.2.](#) of this instruction. This applies to satellite offices located geographically closer to another military installation other than the parent OL.
- 4.4.2. When the requester is located on an Air Force Reserve base, requests for communication equipment and service being paid with RS funds are submitted as follows:
 - 4.4.2.1. If this is an authorized request (see [Table 4.1.](#) and [Table 4.2.](#)), complete and submit AF Forms 3215 and 1218 to HQ AFRC/SC through HQ AFRC/RSS.
 - 4.4.2.2. If this request requires a waiver, complete the AF Form 3215 and wait for approval from HQ AFRC/RSS before completing and submitting AF Form 1218 HQ AFRC/SC through HQ AFRC/RSS.
 - 4.4.2.3. If this is for additional service, reference the established CSA number on the AF Form 1218 when submitting your requirements to HQ AFRC/RSS.

NOTE: A CSA contract is established between HQ AFRC/SC or the host base and 38LS/LGCX, Tinker AFB OK, before any service is ordered. Once the requester receives the contract from the Communication System Center (CSC), a copy of the contract is forwarded to HQ AFRC/RSS.

Table 4.1. Authorized Telecommunication Service Using RS Funds.

R U L E	Authorized number of personnel in this office	Authorized number of voice lines	Authorized number of computer fax lines	Authorized number of lines for Computers
1	1	1 line per person	1	1 line per person
2	2-5	1 line per person	1	1 line per person

NOTE: Offices being used less than 3 days a week are authorized only one phone line.

Table 4.2. Authorized Telecommunication Equipment using Air Force Reserve Recruiting Funds.

R U L E	Authorized Users	Calling Cards	Cellular Phones	1-800 (see note 1)	Pagers
1	HQ AFRC/RS Staff	YES	YES (see note 2)	YES	YES (see note 2)
2	Numbered Air Force	YES	YES (see note 2)	YES	YES (see note 2)
3	Main OL Senior Recruiter Recruiters/Civilians	YES	YES (see note 3)	NO	YES
4	Health Professions	YES	YES	YES	YES
5	Satellite Recruiters	YES	YES (see note 4)	NO	YES
6	In-Service Recruiters	NO	NO	NO	YES

NOTES:

1. This is in addition to the 1-800 advertising number.
2. HQ AFRC/RS and each NAF's are authorized a total of 3 cellular and 3 pagers.
3. Each MOL is authorized 1 cellular phone per 4 persons in the MOL.
4. Each Satellite office is authorized one cellular phone.

4.5. Requesting FTS 2001 for On-Base Service. FTS 2001 VON for on base offices falls under the guidance and directions of the local unit's TCO.

4.6. Requesting FTS 2001 VON Service for Leased Offices. Senior Recruiters request FTS 2001 VON for any new phone lines installed at their leased offices. Requests are submitted in writing to HQ AFRC/RSS and contain, as a minimum, office location, to include zip code, name of primary user, phone numbers to be switched to FTS 2001 VON, and the name and commercial phone number of the senior recruiter.

NOTE: If a satellite office relocates and the telephone numbers do not change, an address change is submitted to RSS. Provide HQ AFRC/RSS with the following information: Old and new address, to include zip code, telephone number, and POC.

4.7. Processing Federal Telecommunication Service 2001 Virtual on Net. HQ AFRC/RSS is the only office authorized to establish FTS 2001 VON with the Designated Telephone Company, for leased offices, assigned to RS. The TCO will follow the guidance provided by the designated telephone company when requesting FTS 2001.

4.8. Verifying Satellite Office FTS 2001 VON. Recruiters verify FTS 2001 VON has been installed according to the directions on the completion notice received from HQ AFRC/RSS, not later than two weeks from the date the office receives this notice.

4.9. Billing Recruiting Offices for Service. Billing for users on government installations should be to the installation (host) communication representative, usually the base communications officer (BCO). The BCO distributes bills to the organizational TCO for review and certification. The TCO returns bills to the BCO for payment.

4.10. Payment of Monthly Service and Intralata Calls for Satellite Offices. The monthly service and intralata calls are billed to and paid by the MOL through the local unit's FM. Copies of the phone bills will be kept on file according to AFMAN 37-139.

4.11. Payment of FTS 2001 VON Service Calls for Satellite Offices. The long distance monthly phone bills at satellite offices are received at HQ AFRC/RSS and paid with HQ AFRC/RS funds.

4.12. Review of FTS 2001 VON System Bills for Discrepancies. HQ AFRC/RSS reviews the monthly FTS 2001 Von System bills within two weeks of receipt. HQ AFRC/RSS forwards any bills with the following discrepancies, to the appropriate MOL for justification and payment by the recruiter:

- 4.12.1. Calls exceeding 20 minutes.
- 4.12.2. Calls made after 2200 hours.
- 4.12.3. Calls appearing repeatedly and for lengthy time.
- 4.12.4. Calls continually being made out of the recruiting zone.

4.13. Verification of FTS 2001 VON System Discrepancy Bills. Upon receipt of FTS 2001 VON System bills from HQ AFRC/RSS, senior recruiters:

- 4.13.1. Ensure the call being questioned is official.

- 4.13.2. Ensure appropriate action is taken to prevent these calls from happening again.
- 4.13.3. Return the discrepancy bill to HQ AFRC/RSS, within two weeks of receipt, e-mail, distribution or fax, explaining what action was taken to determine bills were official or unofficial and what action was taken to ensure this doesn't happen again.
- 4.13.4. Keeps a copy of discrepancy reports on file according to AFMAN 37-139.

4.14. Use of AF Form 1072, Authorized Long Distance Telephone Calls. Use of this form is based on procedures established by the local base communication officer. Leased offices are not required to use the AF Form 1072 when using FTS 2001 VON System. However the unit TCO or the senior recruiter may require recruiters to log intralata calls on AF Form 1072. In addition, if a cellular phone or calling card is used, the TCO will ensure the recruiter uses AF Form 1072 to log each call.

4.15. Requesting Cellular Phones, Pagers and Calling Cards. These items and service may be purchased with RS funds. Reference [Table 4.1.](#) and [Table 4.2.](#) for total authorization. NAF and Unit TCOs:

- 4.15.1. Forward a completed AF Form 3215, **C4 Systems Requirements Document**, to RSS for coordination.
- 4.15.2. Once the AF Form 3215, **C4 Systems Requirements Document**, has been return to the TCO, the TCO will contact local vendor for service and cost. An AF Form 1218 and AF Form 3215 is processed according to paragraph [4.4.](#) of this instruction.
- 4.15.3. TCO ensures an AF Form 1072, **Authorized Long Distance Telephone Calls**, is completed when using a cellular phone or a calling card.

NOTE: Calling cards may be purchased with the IMPAC Card, however, this is the exception not the norm. For example, FTS has not been established in a new or relocated leased office, prepaid calling cards may be used until FTS is established. These phone calls will be logged on an AF Form 1072.

4.16. Reimbursement of Official Calls made from Personal Cellular Phones. Recruiters may be reimbursed for official calls made from their personal cellular phones (partial service charges will not be claimed). This is the exception not the norm. When requesting reimbursement, a copy of the official calls will be kept on file along with the processed SF Form 1164, Claim for Reimbursement for Expenditures on Official Business.

4.17. Waiver Requests. When the authorization in this instruction is not adequate to meet mission requirements, the senior recruiter may request a waiver. The waiver is submitted to HQ AFRC/RSS for validation or approval (maintain approved waivers according to AFMAN 37-139). As a minimum, waiver request includes:

- 4.17.1. A detail justification.
- 4.17.2. Length of time waiver is required.
- 4.17.3. Recurring and nonrecurring charges.
- 4.17.4. Anticipated offsetting savings.

Chapter 5

VEHICLES

5.1. HQ AFRC Vehicle Control Officer (VCO). The NCOIC, Resources & Budget (RSS), serves as the Vehicle Control Officer (VCO) for HQ AFRC/RS, (this responsibility can be delegated to a lower level). VCO duties and responsibilities:

- 5.1.1. Appoints an alternate VCO.
- 5.1.2. Is familiar with policies, instructions, and local base supplements governing Government owned, leased, rented, or hired motor vehicles.
- 5.1.3. Establishes and controls the vehicle fleet authorizations assigned to Reserve recruiting service.
- 5.1.4. Requests increases/decreases in vehicles, authorized according to AFMAN 23-110V2CD, *USAF Supply Manual (FOUS)* and AFI 24-301, *Vehicle Operations*.
- 5.1.5. Make changes in Recruiting Facilities Management Information System (RFMIS) for increase and decrease of vehicles assigned to lease offices.
- 5.1.6. Verifies all charges on GSA Form 789 before signing and submitting for proper payment.
- 5.1.7. Ensures each unit inputs the odometer reading via HQ AFRC Recruiting Vehicle Report, RCS: AFR-RSR(M) 7501, *Maintaining, Repairing, Producing Executive Reports (MAPPER)* no later than the 5th of each month.
- 5.1.8. Ensures a vehicle mishap control number is issued to each vehicle incident or accident upon receipt of fax, e-mail or call in of mishap to HQ AFRC/RSS, from NAF or Unit VCO.
- 5.1.9. Maintains in file a copy of vehicle accident reports for 6 years after case is closed.
- 5.1.10. Ensures GSA vehicles are being used for official Reserve recruiting purposes.
- 5.1.11. Ensures only authorized personnel drive GSA vehicles.
- 5.1.12. Ensures rotation of vehicles to equalize mileage. Vehicles are not to be assigned to, or used by, a specific recruiter (does not apply to a one recruiter office).
- 5.1.13. Submits GSA Form 494, **Monthly Motor Vehicle Use Record**, and gas receipts (if required) to the appropriate Fleet Management Center within the date indicated on the GSA Form 494. Maintains copies for 1 year.
- 5.1.14. Ensures personnel annotate AF Form 1800, **Operator's Inspection Guide and Trouble Report**, for each vehicle being used that day. The first driver inspects the vehicle and signs in the appropriate block on the back of the form (number corresponds with the date). The driver annotates any discrepancies on page 2 of the AF Form 1800 and notifies the VCO, or alternate, of these discrepancies before driving the vehicle. Other persons using the vehicle those days don't sign the AF Form 1800. Destroy 1 year after completion.
- 5.1.15. Ensures Monthly Tire Pressure Check block of AF Form 1800 is completed at least one time each month and signed by the individual that performed the task.
- 5.1.16. Ensures a new AF Form 1800 is established for the next month.

5.1.17. Ensures maintenance is performed on vehicles, as required, by the appropriate Fleet Management Center upon receipt of the GSA Form 3478, **Motor Vehicle Service Authorization for Preventive Maintenance**. Destroy after 2 years.

5.1.18. Acts as the report of survey administrator.

5.1.19. Ensures all vehicles have highway warning signal devices and that they are removed from the vehicle when it is returned to GSA. Highway warning signal devices may be procured through normal supply channels.

5.1.20. Ensures each vehicle contains a GSA Form 1627, **Motor Vehicle Accident Reporting Kit**. These kits may be obtained through GSA.

5.2. NAF Vehicle Control Officers (VCO). The Director of Recruiting appoints flight Commanders as VCOs, in writing. This responsibility may be delegated to a lower level. In addition to the responsibilities outlined in paragraph 5.1.10. through paragraph 5.1.20., VCO duties and responsibilities:

5.2.1. Appoints an alternate VCO.

5.2.2. Is familiar with policies and instructions governing GSA/government owned vehicles.

5.2.3. Notifies HQ AFRC/RSS, through MAPPER, of mileage readings no later than the 5th day of each month.

5.2.4. Coordinates and forwards letters to HQ AFRC/RSS from Senior Recruiters requesting to park vehicles assigned to a satellite office at a different location other than the assigned office.

5.2.5. Reports all vehicle accidents, by telephone, to HQ AFRC/RSS as soon as duty hours permit. Forwards a copy of the complete Vehicle Accident Report to RSS within 5 workdays of receipt. (Reference paragraph 5.15. for further instructions on reporting GSA vehicle accidents.)

5.2.6. Coordinates and forwards letters to HQ AFRC/RSS from Senior Recruiters to increase or decrease the number of vehicles assigned to their unit. Letter must include detailed justification, (such as, number of vehicles, purpose, location etc.)

5.3. Unit Vehicle Control Officers (VCO). Senior Recruiters are appointed as VCOs, in writing, by the Director of recruiting. In addition to the responsibilities outlined in paragraph 5.1.10. through paragraph 5.1.20., VCO duties and responsibilities:

5.3.1. Appoints an alternate VCO.

5.3.2. Is familiar with policies and instructions governing GSA/Government owned vehicles.

5.3.3. Notifies HQ AFRC/RSS, through RSS, in writing, to park vehicles assigned to a satellite office at a different location other than the assigned office.

5.3.4. Forwards request letters to HQ AFRC/RSS through appropriate NAF for approval to park vehicles assigned to a satellite office at a different location other than the assigned office.

5.3.5. Reports all vehicle accidents, by telephone to appropriate NAF as soon as duty hours permit. Follow up in writing with the appropriate information. (Reference paragraph 5.15. for further instructions on reporting GSA vehicle accidents.).

5.3.6. Initiates a letter to HQ AFRC/RSS through appropriate NAF to increase or decrease the number of vehicles assigned to their unit. Letter must include detailed justification, (such as, number of vehicles, purpose, location, etc.)

5.4. Valid State Driver's License. All recruiters and personnel (outlined in paragraph 5.5.) must possess a current valid state driver's license to drive a GSA and, or military vehicle. If a recruiter's license is suspended or revoked, notify appropriate NAF in writing (indicate offense, date suspended and, or revoked, and length of time of suspension or revocation). Senior Recruiters should spot check for current valid state driver licenses. HQ AFRC/RS will check during staff assistance visits.

5.5. GSA Vehicle Authorized Use. GSA vehicles assigned to reserve recruiting are for the use of personnel (including civil service employees) assigned to FAC 1690 performing recruiting duties. Personnel on reserve recruiting mandays are authorized to use GSA vehicles. In addition, personnel supporting the recruiting mission are authorized to ride in the GSA vehicle (example, a reservist who volunteers to help a recruiter at a high school, air show etc., is authorized transportation to that location in the GSA vehicle). GSA vehicles are not loaned to personnel outside of recruiting unless approved, in writing, by the Director of Recruiting or HQ AFRC/RSS.

5.6. Use of GSA Vehicles for Field Work. Senior Recruiters may occasionally authorize recruiters the use of a GSA vehicle to proceed directly from their domiciles to conduct official recruiting matters, ONLY when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the government vehicle is normally parked. Senior recruiters will keep a log with the following: Name of recruiter, vehicle tag number, date, location, and circumstance requiring the need. NOTE: The recruiter will ensure the vehicle is parked in a secure location.

5.7. Turn-In or Exchanging GSA Vehicles. GSA vehicles are turned in every 3 or 4 years. The Appropriate GSA will notify the VCOs as to when to exchange the vehicle. The exchange must be of equal or lower value. All upgrades must be approved by RSS (for example, exchanging a van for a four wheel drive, a sedan for a van, etc). Submit letter to RSS with justification for upgrade.

5.8. GSA Vehicle Misuse. Misuse is defined as any unauthorized use of a vehicle. For example, driving the vehicle while under the influence of alcoholic beverages, smoking in the vehicles, or using the vehicle for unofficial business (example, going to a friend's home of residence or a restaurant not in the local area while performing TDY). For further guidance, reference AFI 24-301, *Chapter 3, Official Use of Vehicles*.

5.9. GSA Vehicle Abuse. Mechanical failures not resulting from fair wear and tear or defective material or workmanship are considered evidence of vehicle abuse. In addition, the following examples also indicate vehicle abuse:

5.9.1. Running engines at excessive speeds.

5.9.2. Operating vehicles with insufficient oil or coolants.

5.9.3. Failing to report malfunctions, defects, and damage affecting mechanical condition and safe operation.

5.9.4. Operating vehicles in improperly selected gears, such as shifting into reverse when traveling forward.

5.9.5. Throwing trash in the vehicle or storing it in the trunk of the vehicle.

5.9.6. Distributing loads improperly in cargo areas of vehicles.

5.10. U.S. Government National Credit Card. U.S. Government National Credit Card is issued for use with each GSA vehicle assigned to reserve recruiting. This card is used to purchase gasoline, oil, washes, and required maintenance services.

5.10.1. Items such as batteries or tires may be purchased with the U.S. Government National Credit Card once approved by the local Fleet Management Center.

5.10.2. Credit cards are to be safeguarded. Cards are not left unattended in vehicles, with maintenance garages, on desktops, or in other unsecured locations.

5.10.3. Vehicle operators must ensure the U.S. Government National Credit Card is acceptable for payment before fueling and servicing vehicle.

5.10.4. Operators must ensure all required data, including quantity, price, amount, and mileage are entered on gasoline slips before signing. If a computerized receipt is provided, ensure all required data is on receipt.

5.11. Required GSA Vehicle Maintenance. Maintenance of GSA vehicles is directed by the applicable interagency motor pool. The Fleet Management Center forwards a GSA Form 3478, **Motor Vehicle Service Authorization for Preventive Maintenance**, to the appropriate VCO. Upon receipt of the GSA Form 3478, the VCO ensures the preventive maintenance is completed. Once the maintenance has been completed the form is signed and forwarded to the interagency motor pool by the required date on the GSA Form 3478.

5.12. Use of Privately Owned Vehicle (POV). Use of privately owned vehicle in the performance of official reserve recruiting duties. Drivers may be reimbursed by completing SF Form 1164. The following applies before reimbursement of POV is authorized:

5.12.1. When mission dictates use of POV due to nonavailability of government vehicle.

5.12.2. POVs are safe and present favorable appearance.

5.12.3. Use must be kept to the absolute minimum necessary to accomplish official duties.

5.12.4. Individual insurance coverage should be carefully reviewed to ensure that adequate protection is in force.

5.13. Assigning a Vehicle Mishap Control Number. The VCO or alternate at HQ AFRC/RSS assigns a vehicle mishap control number to each GSA vehicle accident or incident called, e-mail or faxed in to HQ AFRC/RSS, by the NAF or Unit VCO or alternate. These numbers begin with the letter R, the last two numbers of the calendar year, and a numerical sequence beginning with 001 (example: R99012).

5.14. Reporting a GSA Vehicle Incident. The NAF and Unit VCO or alternate reports all GSA vehicle incidents, such as minor vandalism, in writing to HQ AFRC/RSS and GSA, within five workdays of the incident.

5.14.1. The letter should include, at a minimum, date and time of incident, tag number, location of vehicle at time of incident, circumstances involved, estimated cost, and the vehicle mishap control number (obtained from HQ AFRC/RSS VCO or alternate).

5.14.2. Follow up with the GSA Fleet Management Center for directions about repairing the vehicle.

5.14.3. Keep a copy of this report in the main OL and maintain according to AFMAN 37-139.

5.15. Reporting a GSA Vehicle Accident. The NAF and Unit VCO or alternate calls, e-mails or faxes information on all GSA vehicle accidents into HQ AFRC/RSS within 24 hours, or as soon as duty hours permit. The following information is included when reporting an accident: date and time of accident, vehicle tags number, driver, location of accident, circumstance, and injuries, if visible. In addition, the VCO:

5.15.1. Calls the appropriate GSA, as soon as possible.

5.15.2. Ensures driver of the GSA vehicle completes a GSA Form 1627, **Motor Vehicle Accident Report Kit**, located in the GSA vehicle.

5.15.3. Completes GSA Form 1627 package within 7 workdays of accident. Send original to the local GSA, one copy to HQ AFRC/RSS, the appropriate NAF, Unit Judge Advocate (JA) office, and one file copy. Each report of mishap must contain the following forms as required:

5.15.3.1. Standard Form 91, **Operator's Report of Motor Vehicle Accident**.

5.15.3.2. CA Form 1, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, if applicable.

5.15.3.3. Police report.

5.15.3.4. Three vehicle repair estimates (if over \$1,500), two vehicle repair estimates (if under \$1,500).

5.15.3.5. If applicable, witness reports pictures, etc.

5.15.3.6. DD Form 518, **Accident Identification Card** (Obtain from form flow).

5.15.4. Follow up with the local GSA in disposition of the vehicle.

5.15.5. Refer all calls from other parties to Unit JA.

5.16. Report of Survey (ROS). The report of survey system is designed to gather and present facts pertaining to the loss, damage, or destruction of Air Force property so that designated officers can determine responsibility (pecuniary or otherwise). HQ AFRC/RSS completes the ROS within 30 days of the vehicle mishap. A vehicle survey will only be processed if there is evidence of gross neglect, willful misconduct, or deliberate unauthorized use, or if property records must be adjusted. Reference chapter 18 of AFMAN 23-220 when initiating a report of survey.

Chapter 6

SUPPLIES AND EQUIPMENT

6.1. HQ AFRC/RS Custodian. The chief of resource and budget (RSS), is responsible to the Director, Recruiting, for the overall operation of the logistic function. (This responsibility can be directed to a lower level). Custodian duties and responsibilities:

- 6.1.1. Appoints an alternate custodian.
- 6.1.2. Maintains the custodian file according to AFMAN 23-110, volume II, part 13, chapter 8, section F, *USAF Supply Manual*.
- 6.1.3. Inventories all equipment on hand to ensure items are physically clean and serviceable.
- 6.1.4. Ensures excess equipment is disposed of in the correct process.
- 6.1.5. Ensures, by spot checks and annual inventories, all property purchased with RS funds and charged to the account is physically on hand or appropriate action has been taken, such as, report of survey or hand receipt has been maintained.
- 6.1.6. Ensures affixed labels are placed on personal items identifying them as such (i.e., radios, coffee pots, microwaves, clocks etc.).
- 6.1.7. Ensures recruiting storage offices are kept neat. Disposes of waste or refuse materials. Turn in excess furniture and equipment (unserviceable or items no longer needed). In areas where collocated storage is used, segregate and identify as AF Reserve recruiting property.
- 6.1.8. Ensures government property is used correctly and not abused by personnel.
- 6.1.9. Ensures only authorized commodities and services are purchased with RS funds.
- 6.1.10. Maintains an accountability ledger on all IMPAC purchases.

6.2. NAF Custodians. NAF Flight Commanders act as custodian and function as the single point of contact with the Base Supply Customer Support Branch (CSB). (This responsibility may be delegated to a lower level). In addition to the guidance in paragraph 6.1.1. through paragraph 6.1.10., the NAF Custodian will:

- 6.2.1. Provide directions to Senior Recruiters to dispose of excess, serviceable equipment (for example, offering equipment to other units, NAFs or Headquarters).

6.3. Unit Custodians. Senior Recruiters act as custodians and functions as the single point of contact with the Base Supply customer support branch (CSB) for satellite and itinerary offices, (this responsibility may be delegated to a lower level). In addition to the guidance in paragraph 6.1.1. through paragraph 6.1.10. the unit custodian:

- 6.3.1. Submits letter to appropriate NAF for directions to dispose of excess and serviceable equipment purchased with RS funds.
- 6.3.2. Completes and maintains AF Form 1297, **Temporary Issue Receipt**, for equipment and furniture used in satellite and in-service recruiting offices, in custodian file.

6.4. Leased and In-Service Recruiting Office Supply Custodian. The senior recruiter delegates the office manager assigned to the satellite or in-service recruiting (ISR) office as the supply custodian. This person:

- 6.4.1. Assumes custodian responsibility for all equipment and furniture issued to that office by signing AF Form 1297. Keep a copy of the signed AF Form 1297, at the satellite or ISR office for review during staff assistance and IG visits. Maintain original AF Form 1297 as indicated in 6.6. below.
- 6.4.2. Assists senior recruiter in conducting annual equipment inventories and ensures all items are physically present, clean, and serviceable.
- 6.4.3. Submits in writing to the senior recruiter any unserviceable equipment to be repaired, turned in, or replaced.

6.5. Custodian Authorizations/Custodian Receipts Listing (CA/CRL). Operating locations whose base does not require the CA/CRL to be maintained follow the guidance in paragraph 6.7. for maintaining the custodian file. Those operating locations required to maintain the CA/CRL adhere to the local unit and base policies and guidance's in addition to paragraph 6.6. **NOTE:** Do not keep data of communications-computer listing in this file, reference AFI 33-112, for guidance on communications-computer, and ADPE listings).

6.6. Custodian File. The custodian maintains this file on each account for which he or she is responsible. (This does not apply to communications-computer systems project material equipment custodians.) Establish and maintain according to AFMAN 37-139. At a minimum, the following must be included in this file:

6.6.1. Tab A--Current Action:

6.6.1.1. A CA/CRL (if applicable).

6.6.1.2. A list by serial number of all weapons shown on the account, when required. This list is furnished by the Equipment Management Element (EME).

6.6.2. Tab B--Information File:

6.6.2.1. A file of office machines, office break area appliances, and other items having a ready value; such as cameras, televisions, records, electronic calculators, etc. The file must include, as a minimum, the manufacturer's name, model, and serial number, if applicable. This may be a card file or a listing. If a card file is used, enter a memorandum giving the location of the file.

6.6.2.2. AF Form 1297, **Temporary Issue Receipt** (to be updated annually).

6.6.2.3. AF Form 9, **Request for Purchase** (contract maintenance forms).

6.6.2.4. Warranty and guaranty documents.

6.6.3. Tab C--Suspense and Completed File:

6.6.3.1. Suspense file.

6.6.3.2. Completed file.

6.6.4. Tab D--Adjustment Documents. Documents on inventory action; that is, statement of charges, cash collection vouchers, reports of survey, etc.

6.6.5. Tab E--Register of Control Numbers:

6.6.5.1. AF Form 126, **Custodian Request Log**.

6.6.5.2. Daily Document Register (DO4) or a memorandum is showing the location if not maintained by the custodian. Daily Document Register (DO4) will be closely monitored for transactions affecting the equipment account as base supply does not return paper work to customers after processing submitted customer requests.

6.6.6. Tab F--Regulations and Certificates:

6.6.6.1. A copy of AFMAN 23-110, volume II, part 13, chapter 8, section F, *USAF Supply Manual* and all applicable supplements. When a custodian is responsible for more than one equipment custodian account, only one set of directives is required. (May be maintained separately as an item excluded from folder, memorandum for record will be kept in this file showing where the AFMAN 23-110 is kept.)

6.6.6.2. Current custodian designation letter.

6.6.6.3. AF Form 2426, **Training Request and Completion Notification**, or other Certification of Training records for the primary and alternate custodian.

6.7. Payment Used to Purchase Supplies, Equipment and Furniture. In addition to the IMPAC Card the supply custodian may use at least one or more of the following methods to purchase supplies, services, equipment and furniture for the MOL, leased and in-service recruiting offices; local purchase store, DD Form 1348-6, **DoD Single Line Item Requisition System Document**, AF Form 2005, **Issue/Turn-In Request**, AF Form 9, **Request for Purchase**.

6.8. International Merchant Purchase Authorization Card (IMPAC). The IMPAC card may be used to pay for supplies and nonpersonal services purchased according to Federal Acquisition Regulation (FAR) Part 13. These purchases are authorized for local purchase by applicable directives. Billing statements and receipts are maintained according to AFMAN 37-139. Note: Unauthorized charges with the IMPAC card include, food, clothing, airline tickets, telecommunication services, vehicle rental, etc. In addition, do not purchase trophies, retirement plaques, or incentive awards with RS funds, unless authorized, reference paragraph **6.16.** below.

6.8.1. Keep an accountability log with receipts for each purchase. Maintain log according to AFMAN 37-139.

6.9. Purchasing of Furniture and Equipment for Recruiting Offices. The supply custodian ensures reserve recruiting offices are equipped with the most attractive and modern equipment available through normal supply channels. Discretion should be used when replacing these items.

6.10. Purchasing Supplies for Recruiting Offices. All recruiting offices should maintain an adequate stock of supplies to support their needs, normally a 30-day supply. Take care to ensure excess supply stock is not generated and stock on hand is neatly stored.

6.11. Purchasing Postage Stamps. Postage stamps may be purchased with the IMPAC card. Before purchasing stamps from the post office, ensure the appropriate office (SCB, SCIA, etc) cannot support

this request. Keep a log for each purchase. At a minimum the log will include, date purchased, total purchased, number of each quantity purchased, and recruiter who is responsible for using the stamps.

6.12. Purchasing Toll and Bridge tokens. Toll and bridge tokens may be purchased with the IMPAC card. Do not purchase tokens that must be paid for in advance unless unused tokens can be returned upon expiration or end of year.

6.13. Property Losses. Property losses occur frequently as a result of personnel disregarding instructions relating to proper safeguarding. All persons assigned to reserve recruiting are responsible to:

6.13.1. Ensure all government property is properly stored and secured to prevent loss and abuse.

6.13.2. Ensure property is used as intended.

6.13.3. Ensure highly sensitive items and property vulnerable to pilferage and loss (such as film, promotional items, awards, etc.) are secured, especially in collocated storage areas.

6.14. Loss, Damage, or Destruction of Air Force Property. Other than fair wear and tear, the report of survey system is designed to gather and present facts pertaining to the loss, damage, or destruction of Air Force property so that designated officers can determine responsibility (pecuniary or otherwise). Procedures for processing reports of survey are described in chapter 18, AFMAN 23-220, *Report of Survey for Air Force Property*.

6.15. Reserve Recruiting Badges and Patches. HQ AFRC/RSS is the only office authorized to purchase reserve recruiting badges and patches. Reference AFRCPAM 10-105, *Air Force Reserve Recruiting Badge and Patch*, for procedures to obtain or replace old badges.

6.16. Reserve Recruiting Awards. HQ AFRC/RSS is the only office authorized to purchase annual and special RS incentive awards with recruiting funds. NAF Units are authorized to purchase quarterly and incentive awards, for guidance, reference AFRCI 36-2809, *Awards, Ceremonies, and Honors, Air Force Reserve Recruiting Awards Program*.

6.17. Business Cards. HQ AFRC/RSS is the only office authorized to purchase business cards for Air Force Reserve recruiting personnel.

6.17.1. HQ AFRC/RSS consolidates all requests from senior recruiters monthly and forwards to Defense Printing Service, who in turn forwards to Government Printing Office (GPO). **NOTE:** Contractor forwards cards to individual addresses.

6.17.2. Senior Recruiters reorder business cards from HQ AFRC/RSS for recruiters assigned to their OLs and for newly assigned recruiters once orders have been issued. Each request is submitted with:

6.17.2.1. Name and title (rank is optional).

6.17.2.2. Complete address.

6.17.2.3. Phone number, 1-800 (Fax number is optional).

6.17.2.4. Quantity of 1000 or 2000 cards.

6.17.3. Forward request through distribution or by using Recruiting Bulletin Board System (RBBS), Local Area Network (LAN) or FAX. Do not order business cards by telephone. NOTE: Original business cards that are reproduced and forwarded to HQ AFRC/RSS will not be accepted.

6.18. Purchasing Business Cards. If recruiters opt to purchase business cards at their own expense, color coordination and good taste should be considered (for example, if using the Air Force Reserve Recruiting logo, the proper colors should be used).

6.19. Certificates of Appreciation. Air Force Reserve Recruiters may request Certificates of Appreciation for individuals, companies, and organizations for their significant contribution to the Reserve Recruiting mission. Requests should be submitted to HQ AFRC/RSS at least three weeks prior to presentation. Requests should include the following information: name and date wanted on certificate, date certificate is needed, and person requesting certificate.

Chapter 7

REAL ESTATE

7.1. HQ AFRC/RS Responsibilities. The Chief of Budget and Logistic (RSS) is responsible to the Director, Recruiting, for the overall operation of the real estate leased program. (This responsibility may be directed to a lower level.) In addition to being familiar with AETCI 32-9002, *Real Estate Support for Recruiting Facilities*, the designated representative:

- 7.1.1. Acts as liaison between HQ AFRC/RS and HQ AFRS/RSSL, Joint Recruiting Facility Committee Chairperson and the Corps of Engineers.
- 7.1.2. Represents Air Force Reserve Recruiting at Joint Recruiting Facility Committee (JRFC) meetings.
- 7.1.3. Ensures real estate requests from senior recruiters are input into the Recruiting Facilities Management Information System (RFMIS) program during the times required by HQ AFRS/RSSL.
- 7.1.4. Represents Air Force Reserve Recruiting at all collocation Corps of Engineer (COE) meetings.
- 7.1.5. Initiates letters with the appropriate information (agenda, location, dates, etc), authorizing Flight Commanders and senior recruiters who have actions on the real estate program to attend collocation COE meetings.
- 7.1.6. Maintains real estate lease records file according to AFMAN 37-139 and AETCI 32-9002, paragraph 36.
- 7.1.7. Inputs reserve recruiting annual office inspection ratings into RFMIS.
- 7.1.8. Ensures changes to the real estate lease manning documents are coordinated and, if necessary, approved by JRFC through HQ AFRS/RSSL.
- 7.1.9. Submits a copy of the real estate manning document to HQ AFRS/RSSL, quarterly, with changes.
- 7.1.10. Notifies flight commanders and senior recruiters of approval or disapproval on office requests submitted for FY real estate programs.
- 7.1.11. Reviews and coordinates on AFRC Form 36, **Real Estate Approval Request** before conducting Real Estate Board Meeting.
- 7.1.12. Conducts Quarterly Real Estate Board Meetings to include at least one person from each division at HQ AFRC/RS.

7.2. NAF Responsibilities. Flight Commanders will act as liaison between HQ AFRC/RSS and Senior Recruiters on leased offices assigned under their NAF (This responsibility may be directed to a lower level). Responsibilities include:

- 7.2.1. Being familiar with the real estate process.
- 7.2.2. Coordination on AFRC Form 36 from Senior Recruiters before submitting to HQ AFRC/RSO.
- 7.2.3. Attending Annual Collocation Corps of Engineers Meetings (when real estate actions under their command are pending).

- 7.2.4. Coordination on floor plan for new and relocated offices (**NOTE:** HQ AFRC/RSS is the only office authorized to sign off on floor plans for Air Force Reserve Recruiting).
- 7.2.5. Follow-up on status of real estate action request after floor plan has been approved.
- 7.2.6. Ensuring recruiters DO NOT occupy or vacate satellite offices without proper authorization from HQ AFRC/RSS.
- 7.2.7. Ensuring HQ AFRC/RSS is notified of any emergencies (fire, flooding, etc) or problems (vandalism, janitorial, parking), in writing at leased offices.
- 7.2.8. Initiation or coordination on AFRC Form 36 from Senior Recruiter to increase recruiter authorizations in leased offices. Do not place extra recruiters in satellite offices, without approval from Joint Recruiting Facility Committee through HQ AFRC/RSS.
- 7.2.9. Ensuring HQ AFRC/RSS is notified of decrease in personnel at satellite offices, by submitting AFRC Form 36.
- 7.2.10. Not committing or appearing to commit the Air Force Reserve to lease or occupy real estate.

7.3. Unit Responsibilities. Senior Recruiters with leased offices assigned to their operating locations are responsible for:

- 7.3.1. Being familiar with the real estate process
- 7.3.2. Submitting AFRC Form 36, **Request for Leased Office**, to HQ AFRC/RSS, through appropriate NAF for coordination on new, relocation, upgrade, and closure of satellite offices.
- 7.3.3. Forwarding any office floor plans received by the COE to HQ AFRC/RSS for signature. Note: HQ AFRC/RSS is the only office authorized to sign off on floor plans for Air Force Reserve recruiting.
- 7.3.4. Ensuring recruiters do not occupy or vacate satellite offices without the proper authorization from HQ AFRC/RSS.
- 7.3.5. Ensuring an inspection is done annually on each office assigned to the OL.
- 7.3.6. Ensuring appropriate NAF is notified of any emergencies (fire, flooding, etc) within 24 hours of occurrences, or when duty hours permit.
- 7.3.7. Ensuring appropriate NAF is notified in writing of any janitorial, parking, or vandalism problems at the satellite offices within five workdays.
- 7.3.8. The Joint Recruiting Facility Committee through HQ AFRC/RSS approves ensuring increases in personnel at satellite offices, in writing, before placing additional recruiters at satellite offices.
- 7.3.9. Ensuring HQ AFRC/ RSS is notified of decreases in personnel at satellite offices, by submitting AFRC Form 37.
- 7.3.10. Not committing or appearing to commit the Air Force to lease or occupy real estate.
- 7.3.11. Ensuring good housekeeping is practiced at satellite offices.
- 7.3.12. Ensuring satellite and part-time office files are established and maintained according to AFMAN 37-123 and have, as a minimum, the required information as described in paragraph [7.7](#).

7.4. Real Estate Leased Office Request Submissions. Requests to open, close, relocate, or upgrade leased offices are normally submitted the first quarter of each fiscal year. Real Estate offices are requested by completing and forwarding an AFRC Form 36, **Request for Leased Office Space**, to HQ AFRC/RSS through RSOO. This form is used to provide the Joint Recruiting Facility Committee Chairperson the information and justification to open or relocate a leased office. It provides HQ AFRC/RSS the data necessary to input upgrades closures, increase and decrease of personnel in RFMIS. When completing the AFRC Form 36, complete all blocks with the requested information. **NOTE:** The JRFC chairperson must approve all new, relocations and closures before office is occupied or vacated by the recruiter.

7.4.1. Opening a Leased Office. New offices are programmed far enough in advance to be approved and funded with out year monies (EXAMPLE: Requests submitted in Dec 99 are for the FY01 Real Estate Program). Complete the From, Action, Justification, Production Summary and Attachments Blocks of AFRC Form 36.

7.4.2. Relocating a Leased Office. Relocations should coincide with lease renewals. Complete From, Action, Justification, Production Summary and Attachments blocks of AFRC Form 36. If this is a shared lease, majority of all services must agree in writing to relocate, before request is approved by the JRFC Chairperson, (approval from the other services do not have to concur at the time the request is submitted to HQ AFRC/RSS).

NOTE: There may be times when an office is forced to relocate, due to lessor and tenants disagreements, leases not being renewed, parking problems with lessor and tenants, increase in rent, etc. In cases such as these, Air Force Reserve does not have a choice but to relocate along with the other services.

7.4.3. Closing a Leased Office. Office closures should be planned in advance and should coincide with lease renewals. Unless this office can be back-filled by another service or the lease can be terminated, Air Force will continue to pay the rent on this office. Office closures should not occur within 2 years after a major upgrade or 3 years after a new office or relocation was completed. Do not vacate office without written approval from HQ AFRC/RSS. To obtain approval to close an office, complete the From, Action, and Justification blocks of AFRC Form 36. Include the following in the Justification block:

7.4.3.1. Date this office should be closed.

7.4.3.2. Will this be a temporary or permanent closure?

7.4.3.3. Where will this recruiter authorization and position authorization go?

7.4.3.4. Justification for this closure.

NOTE: Upon closure or relocation of an office, Senior Recruiter will forward the Real Estate Records file for that office to HQ AFRC/RSS. Real Estate Record files will be kept according to AFMAN 37-139.

7.4.4. Upgrading a Leased Office. Complete only the From, Action and Justification blocks of the AFRC Form 36 for office upgrades. If possible upgrades should be requested in conjunction with the year the lease is up for renewal. No similar upgrades programmed in the last two years should be submitted.

- 7.4.4.1. Replace carpet every 3 to 5 years or when needed.
- 7.4.4.2. Repaint walls every 3 years or when needed.
- 7.4.4.3. Replace ceiling tiles, etc when needed.

7.5. Actions Required for Approved Real Estate Requests. Once the JRFC Chairperson has approved a request, RSS notifies the NAF Flight Commander and Senior Recruiter of the approval. If applicable, an estimated date is provided on when this action will occur. The Senior Recruiter will follow the guidance below before the recruiter occupies or vacates a leased office:

7.5.1. If action is for a new office and the JRFC Chairperson has approved and funded the action, the Senior Recruiter will:

- 7.5.1.1. Submit AF Form 3215 and 1218 to RSS for Telephone Service. (see paragraph 4.4.).
- 7.5.1.2. Cooperate with Corps of Engineers (COE) when looking for office space. (HQ AFRC/RSS will notify Senior Recruiter of time and date to meet with the COE).
- 7.5.1.3. Review Floor Plan with COE (Do not sign, forward floor plan to HQ AFRC/RSS for signature).
- 7.5.1.4. Submit letter to RSS for additional GSA vehicle if necessary.
- 7.5.1.5. Once new phone number is known, submit paperwork to HQ AFRC/RSS for FTS 2001 VON Service.
- 7.5.1.6. Submit request to HQ AFRC/RSS for business cards
- 7.5.1.7. Complete AFRC Form 37 within 30 days of occupying (see paragraph 7.6.).
- 7.5.1.8. Set Up Real Estate Lease Records File.

7.5.2. If action is for relocation of present office and the JRFC Chairperson, has approved and funded this request, Senior Recruiter will follow the guidance in paragraph 7.5.1.1. through paragraph 7.5.1.8. in addition to the following:

- 7.5.2.1. Submit letter to HQ AFRC/RSS to disconnect FTS 2000 VON Service at present location.
- 7.5.2.2. Disconnect Phone Service at present office through local Telephone Company.

7.5.3. If the request is to Close an office and HQ AFRC/RSS has received approval from the JRFC Chairperson, the Senior Recruiter will follow the guidance below:

- 7.5.3.1. Submit letter to HQ AFRC/RSS to disconnect FTS 2000 VON Service.
- 7.5.3.2. Disconnect Phone Service through local Telephone Company.
- 7.5.3.3. Submit letter to HQ AFRC/RSS for disposition of GSA Vehicle(s)
- 7.5.3.4. Submit letter to HQ AFRC/RSP to coordinate date personnel vacates office.

7.6. Annual Leased Office Inspection . An annual office inspection is completed on each leased office by completing AFRC Form 37. Senior Recruiters will ensure inspections are completed during the month of: November if their leased offices are assigned to 4AF, February if their leased offices are assigned to 10AF and April if their leased offices are assigned to 22AF. Exception to this is a new or relocated office

that must be inspected within 30 days of occupancy. If the date of occupancy is within 30-45 days of the normal inspection for that OL, the inspection may be delayed and completed at that time.

7.6.1. Inspections are done by completing AFRC Form 37, **Real Estate Annual Inspection**. When completing this form use Address 1 for the street address and Address 2 as the suites number. If any block is rated Unsatisfactory, rater must justify the reason in the remark block. Fax or mail the AFRC Form 37 to HQ AFRC/RSS not later than the end of the month the inspection is due. Place a copy of the AFRC Form 37 in the Real Estate Lease Records file.

7.6.2. HQ AFRC/RSS is responsible for inputting the information from the AFRC Form 37 into RFMIS. A computer generated USAF Recruiting Facility Inspection Report will be produced and signed by the Director of Recruiting. RSS maintains a copy of the last three USAF Recruiting Facility Inspection Reports.

7.7. Real Estate Lease Record Files. Senior Recruiters will maintain a real estate record file in the MOL for each leased office assigned to their OL. Each record will include the following mandatory documents:

7.7.1. Janitorial contract (obtain from RSS, do not call the Corps of Engineers for this or any other leases or contracts).

7.7.2. Copy of a completed AFRC Form 37, **Real Estate Annual Inspection Worksheet**, dated within the last 12 months.

7.7.3. A copy of Emergency Phone Number Listing for that office.

7.7.4. If applicable the following documents will also be included in the real estate lease records file.

7.7.4.1. Letter, with approval from HQ AFRC/RSS, showing where GSA vehicle is being parked, if not at the satellite office.

7.7.4.2. Documented history of discrepancies at subject office.

7.7.4.3. Map showing geographical boundaries the recruiter covers (this is optional if there is a map with this information posted elsewhere in the MOL).

NOTE: Other information pertaining to the leased office should be filed according to the disposition of that data (example; Communication's Service Agreements, AF Form 1297s, GSA vehicle maintenance report, equipment listing, etc). Reference AFMAN 37-139 for these dispositions. In addition, do not combine the required data listed in 7.7.1 -7.7.4.3 above and optional items (places to eat, maps to offices, what to do in the area) in Real Estate Lease Record Files.

7.8. Emergency Phone Number Listing. Each satellite office will have a list located in a visible area of the leased office for emergency use. The list will include the phone number and if applicable a name and address of:

7.8.1. Office Location, address and phone number.

7.8.2. Main Operation location, phone number.

7.8.3. Senior Recruiter's name and phone number.

7.8.4. Appropriate Corps of Engineers and phone number and point of contact.

7.8.5. Building Manager's name and phone number (if applicable).

7.8.6. Name of Janitorial Service and phone number.

7.9. Intra-Service Support Agreements. Air Force and Department of Defense (DoD) policy direct support agreements be developed between supplier and receiver documenting recurring day to day support. Reference AFI 25-201, *Support Agreement Procedures*, for further guidance.

Chapter 8

CENTER OF INFLUENCE (COI) PROGRAM

8.1. Center of Influence (COI) Event. A planned event where meals or snacks appropriate for the occasion are served to provide a setting for Air Force Reserve personnel to talk to prospective applicants or influencers and inform them of Air Force Reserve opportunities and benefits. Although a COI is conducted in a social environment, its purpose is Air Force Reserve business. **EXCEPTION:** At health profession residency events, there may not be time for a complete presentation due to time constraints of the residents. The purpose of this type event is to obtain leads.

8.2. Authority for COI Events. The legislative authority for sponsoring COI events is 37 U.S.C. 428. The Comptroller General has recommended that direct payment to vendors be adopted to avoid the inconvenience and, in some cases, financial burden imposed on recruiters by requiring them to advance funds out of pocket followed by reimbursement.

8.3. Objective of COI Program. Is to generate leads and gain support of civilian influencers by informing them of Air Force Reserve opportunities. The COI program is not a protocol fund program to reward people for past support.

8.4. COI Influencers. Persons who, by their positions, have strong and obvious influence on prospective applicants to join the Air Force Reserve. These are normally educators, parents, or guardians of prospective applicants, civic leaders, business persons, and media representatives. Record their attendance on the guest sign-in document, AFRC Form 119, **COI Guest List-Influencer**, at the event.

NOTE: A prospective applicant who enters the Air Force Reserve and later attends a second COI is listed as an influencer.

8.5. Prospective Applicant. This is a person who attends a COI event who is an age-qualified prospective applicant for a recruiting program being worked by the recruiter. **EXCEPTIONS:** This prospective applicant must not have previously had a PIR initiated or been listed previously as a prospective applicant at a previous COI event. Additionally, this prospective applicant must not currently hold military status (active or reserve). Record their attendance on the guest sign-in document, AFRC Form 118, **COI Guest List--Prospective Applicant**, at the event. **NOTE:** Date of birth is not required for new health professions leads.

8.5.1. If a prospective applicant attends another event for a different program, he or she may be listed as a prospective applicant for that program. For example, a health professions applicant who did not qualify for commissioning and decides to enlist as a nonprior service applicant, then later attends a COI event as a NPS applicant, may be listed as a prospective applicant for that program.

8.6. Authorized COI Attendees. Recruiting service receives authority to incur expenses to gain support of recruiting objectives. Accordingly, funds are available for events involving group and individual age-qualified prospective Air Force Reserve applicants, educators, civic and business leaders, members of professional groups, media representatives, and other influential organizations. The recruiter ensures that

only those persons who are age-qualified prospective applicants for a bona fide recruiting program or qualified influencers are invited to COI events. The following may be invited:

8.6.1. High School Seniors and other nonprior service applicants. Do not invite persons under age 17 to an event. The exception is a 16-year-old high school senior.

8.6.1.1. Prospective prior service applicants who currently have no military status (active or reserve).

8.6.1.2. Influencers.

8.7. Funding Per Attendee at COI Events. The Director of Recruiting approves cost waivers. Document waiver approval on AFRC Form 21, **Request/Approval for Expenditure of COI Event Funds**.

8.7.1. Cost Limitations. Total cost of a single event must not exceed \$500 without authority from the Director of Recruiting. Unit cost (including gratuity of no more than 15 percent of the total bill) must not exceed the following limits without authority from the Director of Recruiting. EXCEPTION: One-on-one for critical specialty is not waivable to higher than \$30.

8.7.2. Enlisted program events, \$8 per person.

8.7.3. Influencer and officer program events, \$14 per person.

8.7.4. Critical officer specialty prospective applicants on a one-on-one basis, \$30 per person. Not waivable.

8.8. One-On-One Events. A one-on-one event is an arranged meeting with one applicant and the recruiter. It may also include the applicant's spouse and the recruiter's spouse. Normally, only a single one-on-one event is authorized per authorized applicant. The Director of Recruiting may approve additional one-on-one events as needed for physician or other critical officer prospective applicants to overcome objections or resolve other issues delaying the application process. Only the military or participating spouse may attend an event at Air Force Reserve expense. Other family members may attend only if he or she is an age-qualified prospective applicant or a bona fide influencer. A one-on-one COI event is restricted to the following categories of individuals:

8.8.1. Critical officer specialty prospective applicants. HQ AFRC or higher authority identifies these specialties at the beginning of the fiscal year, makes changes as required, and sends updates through distribution. With Director of Recruiting approval, another military member may help with the sales presentation; for example, an Air Force Reserve physician or nurse or someone whose profession or background is related to the prospective applicant's and would further enhance the sale.

8.8.2. Radio and television station owners, outdoor company owners, managers, public service directors, program directors, or other persons in media decision-making positions on a one-on-one basis.

8.8.3. Civic leaders, business persons, and educators with senior recruiters approval.

8.9. Ratio of Military-to-Civilian Attendees. Refers to the number of military-to-civilian persons attending a COI event. The ratio will not exceed one military to three civilians unless waived by the Director of Recruiting. In special circumstances, the Director of Recruiting may authorize a ratio of one military to two civilians. This waiver must be approved in advance and annotated on AFRC Form 21. Spouses of military members attending a COI event count as military representatives in the one-to-three ratio.

8.10. Signing in at COI Events. An organized guest sign-in procedure must be followed at COI events using AFRC Forms 118 and 119. Provisions of the Privacy Act apply only in lead-generating prospective applicant events. After the event and after leads have been distributed, the AFRC Forms 118 and 119 are attached to the MOL's office file copy of the AFRC Form 21 and Standard Form 44, **Purchase Order--Invoice Voucher** or copy of the IMPAC Card receipt.

8.11. No-Show at COI Events. No-show refers to persons invited to COI events who accepted the invitation but did not attend and the recruiter did not know in advance to adjust the number. Recruiters negotiate COI events with vendors, agreeing not to charge for no-shows. If a vendor does not agree to this and the recruiter believes it is still the best available offer, proceed with the offer. When accounting for no-shows, list the total number of persons paid for and the actual cost per person on the Standard Form 44. A no-show rate of 10 percent or less is acceptable. If the number of no-shows paid for exceeds 10 percent of the expected or guaranteed attendance, explain in a separate memo to accompany the Standard Form 44. Buffet and bulk purchase type events, such as health professions residency events, have a floating unit cost up to the maximum unit cost. If the number of attendees minus the number of no-shows divided into the total cost of the event causes the unit cost to rise above the maximum authorized, explain fully in a separate memo to accompany the Standard Form 44.

8.12. Waiver Approval Procedures. All waivers must be justified and approved by the Director of Recruiting.

8.12.1. Short-notice (other than residency events). COI funds may be expended to support events that occur on short notice. An event is considered short notice when it is scheduled within 7 days from the date of the event. EXCEPTION: One-on-one COI events are usually scheduled within the 7-day requirement and are exempt from short-notice status.

8.12.2. Delegating Waiver Authority. The Director of Recruiting waiver authority may be delegated when TDY or on leave to the Acting Director of Recruiting..

8.13. HQ AFRC/RSS Responsibilities. The budget officer at HQ AFRC/RS is responsible for the COI process. (This responsibility may be delegated to a lower level). This person:

8.13.1. Reviews, approves, and processes AFRC Form 21 received from the senior recruiter requesting a COI event.

8.13.2. Completes payment with HQ AFRC IMPAC Card block of AFRC Form 21, or prepares Standard Form 44.

8.13.3. Assigns control numbers to each COI event request. Control numbers are issued by using the last two numbers of the FY and a numerical sequence beginning with 01 (example FY99-01, FY99-02, etc). Control numbers are placed in the Order No. block on the SF 44 and the top right corner of AFRC Form 21.

8.13.4. Informs the Director of Recruiting of ongoing COI activities.

8.13.5. Documents requests in Automated Business Service System (ABSS) by control number of obligated and actual costs of each COI, the location, and vendors name.

8.13.6. Processes paperwork for additional funds.

8.13.7. Ensures senior recruiters understand the proper use of SF 44 to ensure prompt and correct payment to vendor.

8.14. Senior Recruiter Responsibilities. The Senior Recruiter is responsible for completion of the AFRC Form 21. (This may be delegated to a lower lever). This person:

8.14.1. Prepares and forwards AFRC Form 21 to HQ AFRC/RSS for review, approval, and processing.

8.14.2. Ensures COI events are conducted and documented per this instruction.

8.14.3. Ensures proper procedures established by RSS are followed for prompt and correct payment to vendor.

8.15. Completing AFRC Form 21. This form serves as the request and approval form to conduct a COI event. The senior recruiter prepares Request /Approval for Expenditure of COI Event Funds and Request Funds be Approved blocks of AFRC Form 21. The wing commander's or the person authorized to sign "For the Commander" in his or her absence, signs in the Request Funds be Approved block of AFRC Form 21. Senior recruiter forwards the AFRC Form 21 to HQ AFRC/RSS for approval and funding no later than 2 weeks before the proposed event. **EXCEPTION:** For health professions COI events, the senior recruiter prepares AFRC Form 21 as indicated above and has the appropriate Flight Commander sign in lieu of a wing commander. **NOTE:** COI events will not be finalized until approval is received.

8.16. Payment for COIs. Once a COI event is approved:

8.16.1. HQ AFRC/RSS prepares the Standard Form 44 and sends it to the senior recruiter. **NOTE:** The Standard Form 44 is a controlled contracting document and blank forms will not be issued under any circumstances.

8.16.1.1. Returns the AFRC Form 21 to the Senior Recruiter with HQ AFRC IMPAC Card number and authorized signature to use the card for the total amount requested on the AFRC Form 21.

8.16.2. Senior Recruiter sends a completed Standard Form 44 to HQ AFRC/RSS for review of completeness and accuracy within two workdays after an event. If circumstances require changes to the event as planned, for example, monetary increases, cancellations, or number of attendees, the senior recruiter promptly notifies HQ AFRC/RSS

8.16.3. Once the senior recruiter forwards a copy of the SF 44 with the appropriate signatures and a copy of the AFRC Form 21, HQ AFRC/RSS inputs the actual cost and date received in ABSS. The Standard Form 44 and a letter authorizing payment is forward to the financial analyst to be processed for payment.

8.16.3.1. If the HQ AFRC IMPAC Card was used, senior recruiter forwards a copy of the credit card receipt and AFRC Form 21 to HQ AFRC/RSS. RSS will file the documents and verify charges at the end of the month against the billing statement from the bank.

8.16.4. A preapproved Standard Form 44 for a one-on-one event with a critical officer specialty may be issued to health profession recruiters. Only one preapproved SF 44 per recruiter may be issued at any given time. The SF 44 has an assigned event number and is monitored by HQ AFRC/RSS. HQ AFRC/RSS requests all unused preapproved Standard Forms 44 be turned in at the end of each quarter to close out the ledger for reporting and analysis.

8.16.5. If a Standard Form 44 is not available and the recruiter used cash or a credit card, obtain a commercial receipt from the vendor. The receipt must include the total amount and date of the event. HQ AFRC/RSS will then issue a SF 44 to the recruiter for completion and signature. The payee block on the SF Form 44 contains the recruiter's name and complete address to which the payment will be sent. The supplies or services block of the SF 44 also contains the name and complete address of the vendor. This must be an exception and not the norm.

8.17. AFRC Form 118 and AFRC Form 119. These forms are self-explanatory and used as sign-in sheets at COI events. Senior Recruiters are responsible for the preparation and quality control of these forms. These forms will be attached to the Standard Form 44 and a copy of the AFRC Form 21 for verification when submitted to HQ AFRC/RSS for payment.

8.18. Unauthorized Expenditures. Do not use COI funds for any of the following expenditure.

8.18.1. Lavish or extravagant events.

8.18.2. Personal expenses of attendees.

8.18.3. Purchase of alcoholic beverages or the appearance of same. Do not accept complimentary alcoholic beverages.

8.18.4. Commercial transportation of guests.

8.18.5. Rental of facilities or hiring of personnel.

8.18.6. Participation in public or special events where admission, seating or other accommodations and facilities connected with the event are restricted as to race, creed, color, sex, or national origin.

8.18.7. Incidental out-of-pocket expenses incurred by recruiters in day-to-day contacts.

8.18.8. Events, such as sporting events, without a planned quality Air force Reserve presentation (speech, film, question-and answer session, etc.). EXCEPTION: Health Professions residency and one-on-one events.

8.19. Participation in a COI by a Military Person. Military personnel required to participate in a COI function is furnished the COI meal at no cost as long as they meet the military-to-civilian ration requirement. If personnel in TDY status are furnished the COI meal at no cost, they must declare the meal on their travel voucher as a government-furnished meal. The COI host will brief TDY personnel of this requirement.

8.20. Forms Prescribed. AFRC Form 21, AFRC Form 36, AFRC Form 37, AFRC Form 54, AFRC Form 118 and AFRC Form 119.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive 10-3, *Air Reserve Component Forces*

Air Force Policy Directive 32-60, *Housing*

Air Force Instruction 24-101, *Passenger Movement*

Air Force Instruction 24-301, *Vehicle Operations*

Air Force Instruction 25-201, *Support Agreements Procedures*

Air Force Instruction 32-6001, *Family Housing Management*

Air Force Instruction 32-6005, *Unaccompanied Housing Management*

Air Force Instruction 33-103, *Requirements Development and Processing*

Air Force Instruction 33-111, *Telephone Systems Management*

Air Force Instruction 33-112, *Computer Systems Management*

Air Force Instruction 33-328, *Administrative Orders (PA)*

Air Force Instruction 36-3020, *Family Member Travel*

Air Force Instruction 65-104, *Government Travel Charge Card Program*

Air Force Regulation 33-7, *Military Entrance Processing Station (MEPS)*

Air Force Regulation 75-2, *Defense Traffic Management Regulation*

Air Force Regulation 177-103, *Travel Transactions at Base Level*

Air Force Manual 23-110V2CD, *USAF Supply Manual (FOUO)*

Air Force Manual 23-220, *Reports of Survey for Air Force Property*

Air Force Joint Manual 24-306, *Manual for the Wheeled Vehicle Driver*

Air Force Manual 37-123, *Management Records*

Air Force Manual 37-139, *Records Disposition Schedule*

Air Force Reserve Instruction 36-2003, *Air Force Reserve Advertising Program*, paragraph 12, COI Program

Air Force Reserve Instruction 65-601, *Budget Programming and Financial Management*

Air Education and Training Command Instruction 32-9002, *Real Estate Support for Recruiting Facilities*

Federal Acquisition Regulation, Part 13

Joint Forces Travel Regulation, Part C: ***Reimbursement for Members Performing Official Recruiting Duty.***

Abbreviations and Acronyms

ABSS—Automated Business Service System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

AFRCPAM—Air Force Reserve Command Pamphlet

AOR—Area Outside Recruiting

BCO—Base Communications Officer

COE—Corps of Engineers

COI—Center of Influence

CA/CRL—Custodian Authorizations/Custodian Receipts Listing

CSB—Customer Support Branch

CSA—Communications Service Authorization

CSC—Communication System Center

EEIC—Elements of Expenses/Investment Codes

EME—Equipment Management Element

FM—Financial Manager

FOUO—For Official Use Only

FTS—Federal Telecommunication Service

GSA—General Service Administration

GOV—Government Owned Vehicle

GPO—Government Printing Office

GTR—Government Transportation Request

HP—Health Professions

HOR—Home of Record

HQ AFRC—Headquarters Air Force Reserve Command

HQ AFRC/RS—Headquarters Air Force Reserve Command Recruiting Service

HQ AFRC/RSS—Headquarters Air Force Reserve Command Recruiting Service Support

IMPAC—International Merchant Purchase Authorization Card

ISR—In Service Recruiter

JRFC—Joint Recruiting Facility Committee

LNCO—Liaison Non Commissioned Officer

MEPS—Military Entrance Processing Section

MOL—Main Operating Location

NAF—Numbered Air Force

OL—Operating Location

PEC—Program Element Code

POV—Private Owned Vehicle

RC/CC—Responsibility Center/Cost Center

RFMIS—Recruiting Facilities Management Information System

ROS—Report of Survey

RS—Recruiting Service

RSS—Recruiting Service Support

SAV—Staff Assistance Visit

SNLNCO—Senior Liaison Non Commissioned Officer

SR—Senior Recruiter

TA—Table of Allowance

TCO—Telephone Communication Officer

TDY—Temporary Duty

VCO—Vehicle Control Officer